

**DEPARTMENT OF REVENUE SERVICES
JOB OPPORTUNITY
PRINCIPAL HUMAN RESOURCES SPECIALIST**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT
THE BOTTOM OF THIS PAGE!**

POSTING NUMBER: 13-54

LOCATION: Dept. of Revenue Services, 25 Sigourney St., Hartford, CT 06106

SALARY: \$77,923 - \$106,240 (Annually)

WORK HOURS: 40-hour workweek

CLOSING DATE: November 8, 2013

ELIGIBILITY: Candidates must have passed the Principal Human Resources Specialist examination and be on an active certification list promulgated by the CT Department of Administrative Services (DAS). State employees who have attained permanent status as a Principal Human Resources Specialist may apply for lateral transfer.

POSITION DESCRIPTION AND KEY RESPONSIBILITIES:

The Department of Revenue Services is currently recruiting a Principal Human Resources Specialist to effectively manage employee labor relations issues, such as investigations, grievances, daily/on-going consultation with managers on employee issues (service ratings, attendance, FMLA, EAP referrals, progressive discipline, training, etc.); and ensuring compliance with applicable contractual and statutory provisions. Duties and responsibilities include, but are not limited to: Conducting a variety of investigations relative to employee conduct and recommend appropriate administrative actions; Advising executives, administrators, managers and supervisors regarding labor relations issues, human resource policies and procedures and contractual and statutory provisions; Administering progressive discipline; Representing the Agency at hearings or grievances; Assist supervisory staff and management with inquiries, recommendations while monitoring working test periods, promotions, data changes, new hires, performance evaluations, contract interpretations and training.

Note: The filling of this position will be done in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS: Interested candidates who meet the above requirements should submit a cover letter, resume, completed state Application for Employment (CT-HR-12) and the two most recent PARS/ performance evaluations to the address listed below. The (CT-HR-12) can be located at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf.

**Department of Revenue Services
Human Resources, 19th Floor
25 Sigourney St.
Hartford, CT 06106
Attention: Kim Zordan
(860) 297-5700**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.